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CSSOP 20-5

Cable Secretariat  
Standing Operating Procedure  
No. 20-5

**PERSONNEL**  
23 November 1954

**RELEASE OF CABLE SECRETARIAT PERSONNEL FOR  
REASSIGNMENT**

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References: 

**1. PURPOSE**

The purpose of this CSSOP is to prescribe the minimum periods considered desirable for Cable Secretariat personnel to serve before they will be declared available for release to another component of the Agency.

**2. GENERAL**

In the interest of the most effective and economical utilization of personnel, it is the Cable Secretary's policy that, in the absence of mitigating circumstances, personnel promoted while serving with the Cable Secretariat serve a prescribed minimum time in the grade to which promoted before being declared available for release to another component of the Agency. The establishment of these minimum times in no way implies that personnel may expect promotion or reassignment within the times indicated. Exceptions to this policy will be made only at the direction of the DD/A Career Service Board. )

**3. REQUIRED MINIMUMS**

Listed below are the times considered to represent the minimum which Cable Secretariat personnel may expect to serve in the Cable Secretariat before being granted authority to "shop" their files for reassignment within the Agency:

GS - 13 through 15	3 years
GS - 11 through 12	2 years
GS - 6 through 10	18 months
GS - 4 through 5	1 year
GS - 3	6 months

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**4. PROCESSING OF APPLICATIONS FOR RELEASE**

**Requests for release must be submitted to the Executive Officer before  
an individual may seek other employment within the Agency.**

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**Cable Secretary**

**Distribution: R, S, U  
Assistant Director for Personnel  
DD/A Career Service Board**

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